



Online application deadline: Monday, Feb. 4, 2019.
Paper applications will NOT be accepted.

Before You Start

All applicants will need to provide their Waubonsee issued ID (X number). If you do not have an X number, go to waubonsee.edu/nsif to apply for one. Please allow forty-eight hours to receive your X number. Once you have received your X number, you may begin your application.

Applying

Go to www.waubonsee.edu/foundation and click on **Submit a Foundation Scholarship Application**.

You will see seven tabs along the left side of your application: General Information, Academic Information, Qualification Questions, Financial Information, Essays, Documents, and Letters of Recommendation. You must complete all fields on each tab.

1. General Information

This section includes basic demographic information.

2. Academic Information

This section covers information such as GPA, major and whether you are a new or returning student.

New students include 2019 high school graduates or students registering for classes at Waubonsee for the first time for the fall 2019 semester.

Returning students are individuals who have completed course work (excluding dual credit and noncredit courses) at Waubonsee at any time in the past or are enrolled at Waubonsee for the first time for spring 2019 semester.

3. Qualification Questions

Your answers to these questions will allow the application software to match you to all scholarships for which you meet the required criteria and automatically apply you to these. It is important that you answer ALL questions accurately.

4. Financial Information

This section includes basic financial information for your household, including yourself and anyone living in the same home.

5. Essay

The essay section is broken down into six individual questions. When combined, these six pieces make up the components of a whole, complete scholarship essay. It is important that you answer each question and do not exceed the maximum word count indicated for each question. This portion is one of the most important pieces of your application, as this is how the selection committee members will get to know you and determine if you are the right person to receive a scholarship.

6. Documents

All applicants are required to upload a complete copy (all courses, grades, and cumulative GPA) of your UNOFFICIAL transcript from your most recent educational institution attended, whether that is high school, Waubonsee or another college or university. Transcripts submitted to Admissions are NOT available for the purposes of this scholarship application. The preferred format is PDF.

Uploading your unofficial transcript is just like attaching a file to an email. If your unofficial transcript is unreadable or cannot be opened, your scholarship application will be considered INVALID, so it is highly recommended that you upload it in PDF format.

If additional documents are required for a particular scholarship, this is where you upload those as well.

7. Letters of Recommendation

At least one letter of recommendation is required from every applicant, but no more than three should be submitted. Your application is not eligible to be considered for scholarships until a recommendation has been provided, even if you have completed all of the other scholarship requirements. Recommendations should be from a teacher, counselor, coach, supervisor at work, clergy person, etc. - NOT from a friend or family member.

When you submit the request for a recommendation through the online scholarship application, the recommender will receive an email with instructions on how to upload their recommendation to your application. We highly encourage you to notify the person you are requesting a recommendation from in advance to expect an email from the Waubonsee Community College Foundation so that they do not mistake the email for spam and delete it.

At least one recommendation must be received before the application deadline of Feb. 4, 2019.

Submitting Your Application

When you have completed all requirements, the SUBMIT button will be highlighted and you must click on it to submit your application. If you are not ready to submit your application, you may logout and finish it another time. You may edit your application right up until the application deadline. Make sure all information is accurate, as scholarships are awarded based upon the information provided.

When your application is complete and you click the "SUBMIT" button, you will be matched to all scholarships for which you meet the required criteria. Incomplete applications (including those with missing or invalid documents) are not able to be submitted for consideration for scholarships.

Dates to Remember:

Application deadline: 11:59pm Monday, February 4, 2019

Selection of recipients will occur in late March.

Applicants will be notified of decisions via email in early April.

If selected for an award, recipients are required to attend a workshop on April 24, 2019.

QUESTIONS: Contact the Advancement Office at (630) 466-2316 or foundation@waubonsee.edu.